



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District


ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

July 13, 2006

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: 
David E. Janssen
Chief Administrative Officer

PUBLIC LIBRARY MANAGEMENT APPOINTMENT- FOURTH QUARTILE PLACEMENT

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the attached Public Library request to appoint Mr. Migell Acosta to the position of Departmental Information Systems Manager with a salary of \$9,083.34 monthly, \$109,000 annually. The requested salary would place Mr. Acosta in the fourth quartile of Range 10.

Mr. Acosta will fill a vacant, budgeted position. He will manage the Public Library's Automated Circulation System Division, which has department-wide responsibility for managing the current Integrated Library System (ILS) and data center. Mr. Acosta would also have the responsibility of overseeing the migration of Public Library's ILS to the new ILS platform.

Mr. Acosta is currently a Principal Librarian with the Santa Monica Public Library, responsible for the management of the Information Management Division. He holds a Master of Library and Information Science Degree from UCLA, is the Chairman of the Metropolitan Cooperative Library Systems Automation Committee, is a certified system administrator for the new ILS that the Public Library is implementing, and successfully migrated the City of Santa Monica Public Library and Community College Library to the new ILS platform that will be utilized by the Public Library. The Department has indicated that Mr. Acosta's extensive background and experience in library systems will be a critical factor for the Public Library to successfully migrate to the new ILS platform.

Each Supervisor
July 13, 2006
Page 2

Based upon the information provided by the Department, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by July 21, 2006, we will authorize the Department to proceed with this appointment.

Please contact me, or your staff may contact David Wei of my staff at (213) 893-2534 if you require additional information.

DEJ:DL:SK
DD:DW:kd

Attachment

c: Executive Officer, Board of Supervisors
Public Library

Migell Acosta.bm.doc

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

June 23, 2006

001
(7-3-06)

TO: David Janssen
Chief Administrative Officer

FROM: Margaret Donnellan Todd
County Librarian

merged

SUBJECT: **REQUEST FOR FOURTH QUARTILE SALARY PLACEMENT FOR
MIGELL ACOSTA TO THE POSTION OF DEPARTMENTAL
INFORMATION SYSTEMS OFFICER (R-10)**

As you know, the Public Library has received funding and is beginning the process to replace our legacy Integrated Library System (ILS). The ILS is the Library's mission critical system which supports all key functions of Public Library service. Our previous system manager has retired and after months of searching, we have identified an exceptionally qualified candidate whose extensive background in library systems and information technology merit a starting salary which exceeds the 3rd Quartile of the salary range for this position.

Mr. Migell Acosta is a certified system administrator for the type of ILS system that the Public Library is implementing. In addition to his system administration skills, Mr. Acosta has extensive skills managing *Smart Access Manager*, the system which the Public Library utilizes to manage public Internet computers. He has additional certifications related to the Unix operating system which is utilized by the new ILS, and the application programming interface. Mr. Acosta has demonstrated experience in the conversion process and has successfully migrated the City of Santa Monica Public Library system and the Santa Monica Community College library to the same new ILS that will be utilized by the Public Library. He is currently employed by the City of Santa Monica Public Library and is responsible for information technology including management of their ILS and library technical services. Prior to working for the City, Mr. Acosta has worked for the RAND Corporation in an information technology capacity and has served as an Adjunct Professor for Library Systems at Santa Monica Community College.

In addition to Mr. Acosta's technical skills he is well respected in the library professional community. He is Chairman of the Metropolitan Cooperative Library Systems (MCLS) Automation Committee (The County Library is an associate member of MCLS), and is the elected delegate representing the Western Region to the Online Cooperative Library Center (OCLC). OCLC is the world's largest library cooperative with over 50,000 member libraries in 84 countries. Both of these professional affiliations would be beneficial to the Public Library.

Consistent with the County's policies on management appointments, I am requesting that your office assist in obtaining Board approval to appoint Mr. Migell Acosta to the position of Departmental Information Systems Manager (R-10) at an annual salary of \$109,000 (\$9083.34 per month) which is in the 4th Quartile of the salary range (R-10) for this position. This salary offer represents a 10.6% increase over his present position. Furthermore the City of Santa Monica has three bonus programs for managers that the County does not offer, and this salary offer is necessary to attract this highly qualified candidate.

As a direct report to the Chief of Technical Services, the Departmental Information Systems Manager manages the Public Library's Automated Circulation System division which has department-wide responsibility for managing the current ILS and data center, maintaining ILS desktop equipment at community libraries, conducting related IT training and participating in the Department's business continuity planning. As mentioned earlier, Mr. Acosta would have the additional responsibility of overseeing the migration to the new ILS platform, a major undertaking that requires highly specialized knowledge, skills and experience.

The Library information technology field is a highly competitive market and I would like to hire Mr. Acosta as soon as possible.

Additional information including Mr. Acosta's resume, salary documentation, item control information and organization chart are included for your review. The ten positions in Data Center Operations are employees from Internal Services Department who are housed at Library Headquarters and provide hands-on systems support daily on a 24-hour basis. The Departmental Information Systems Manager provides technical oversight and general management of the Library's Data Center operations performed by ISD staff.

Your assistance in this matter is greatly appreciated. If you have any questions or need additional information, please contact me directly at 562-940-8400 or your staff may contact either Fred Hungerford, Assistant Director at 562-940-8412 or Velma Blue, Head, Human Resources Development at 562-940-8431.

MDT:VB U:\HEAD-HRDM. ACOSTA 608.doc

Attachments

c: Sharon Harper
Velma Blue
Fred Hungerford

MIGELL ACOSTA

EMAIL: migell.acosta@smgov.net

Education

UCLA Graduate School of Education and Information Studies
Master of Library and Information Science

UCLA College of Letters and Science
Bachelor of Arts in Psychology

Experience

Santa Monica Public Library

December 1999 — present

Principal Librarian — Information Management

- Serve on the Library's senior management team and direct the Information Management Division, one of three library divisions. Participate in all major library policy and program decisions. Help plan and manage the Library's \$10.1M annual budget, prepare budget documents for City Council and City Manager. As a member of the City's Leadership Team formulate institutional values and design inter-departmental projects.
- Manage the operations of the Information Management Division with a staff of 10 permanent FTE and 3 as-needed FTE. My division includes cataloging, technical services, acquisitions, serials and overall management of the Library's technological assets. Our collection budget is \$1M and we centrally purchase and process library materials for the Main Library and three additional branches.
- Assisted in the planning and development of the City's new \$54M, 105,000sq.ft. Main Library. Responsible for all aspects of building and system technology including cable plant, AV and RFID systems. Projected collection growth for space planning and implemented the in-building, VOIP communication system. Designed many signage elements including graphical way-finding, marketing and video wall graphics.
- Manage our Integrated Library System, SirsiDynix's Unicorn product with iBistro web-interface. Plan for upgrades, workflow changes and training. Coordinate configuration and installation of certified partner products like SAM and Tech-Logic. Oversee bibliographic enhancements like NetLibrary's downloadable audiobooks records and Serial Solution's eJournal records.
- Serve on the planning team for the Library's move into a temporary facility during the construction of the new Main Library. Evaluate collection use through statistical analysis and determine which titles move to storage and which titles move into the temporary location. Created initial layout of the temporary space.
- Supervise and implement most of the CIP and surplus FY budget projects awarded to the Library. These include: a significant increase in the number of public-use PCs in our facilities; the introduction of networked-based, cost recovery printing for the public; and deploying digital microfilm readers.

Santa Monica Public Library

April 1996 — December 1999

Librarian III — Manager of Information Technology

- Implemented the new Integrated Library System (ILS) including the circulation, cataloging, and acquisitions modules; the web-based online catalog and patron self-service modules; and the patron reserve and pickup system. Headed contract

negotiations with vendor and managed the \$.7 million project budget. Orchestrated data migration of 250K bibliographic records, 400K item detail records and 150K patron records.

- Planned and implemented technology infrastructure overhaul. Replaced over 130 PCs and 4 Netware file and print servers. Transitioned library from Windows3.1 to Windows95/98 and from WordPerfect6.0 to Microsoft's Office2000 suite.
- Redesigned the library's home page (www.smpl.org). Served on City—wide team to redesign the City's web presence. Introduced web traffic analysis program adopted by the Information Systems Division for City—wide analysis.
- Reported to the Library Board on technology projects and the impact of new technologies on staff and the public. Made presentations to the Board detailing pros and cons of open access to the Internet.
- Created a computer training room with full multimedia capabilities. Facilitated training program for the public on topics such as introduction to the Internet, advanced searching on the web, online public access catalog, and many more.
- Enabled remote patron authentication for our premium periodical database. Allows any of our 100K registered patrons to access full—text articles from over 1000 magazines from their work, school, or home via the World Wide Web.
- Created new funding structure to manage our \$.5 million collection development budget using tools built in to the acquisitions module of the new ILS. Redesigned workflow in the acquisitions and cataloging sections. Streamlined book ordering and processing. Wrote custom programs to reduce manual data entry and enable electronic ordering from our book vendor.
- Designed and implemented our Public Access Internet program. Adopted Microsoft NT on our public stations and utilized NT policies to secure our PCs. Helped draft our public document, *Internet Use Policies and Guidelines*.

RAND Corporation

October 1994 — April 1996

Head of Acquisitions and Serial Control

- Implemented the acquisitions module of the library's Integrated Library System. Transferred legacy data to the new system. Reengineered acquisition's processing to take advantage of this new technology. Trained and re-tasked staff to maximize efficiency.
- Restructured our financial transaction reporting procedures from a manual, paper-based system to one that takes full advantage of office automation software. Managed the Library's collection development budget (.6M) and directly oversaw our reporting to RAND Accounting. Managed our journal collection of 2400 active subscriptions
- Supervised and trained staff (6FTE) in the proper use of the serials control and acquisitions modules as well as library procedures.
- Continuing responsibility for general system administration and all interactions with the Computing Support department during vacancy of Systems Librarian position.

RAND Corporation

August 1992 — October 1994

Systems Librarian

- Implemented the serials control module of the library's ILS by loading bibliographic records, creating control and checkin records, and training staff on the module's use.
- Planned and conducted an overhaul of the library's computing infrastructure: upgrading all PCs, installing an Ethernet network and linking to the corporate LAN.
- Worked with staff programmers to create an electronic system that delivered the

table of contents of selected journals to researcher's desktops via email. System would then accept orders for specific articles via return email and the Document Delivery department would send the hard copy of the article.

Related experience

Santa Monica Community College

July 1998 — August 1999

Adjunct Professor for Library Systems

(contract employee outside of my full-time employment with the City of Santa Monica)

- Implemented the new Integrated Library System (SIRSI's Unicorn product) including the circulation, cataloging, and acquisitions modules; and the web-based online catalog. Performed data migration from legacy system and designed interface with the college's admissions system to import student and faculty records into the circulation module.
- Designed and programmed an advanced statistics gathering program tied to the ILS circulation module. It reports use of collection by patron age and academic status, material subject and item format. Also performs time of day and day of week usage analysis.
- Performed quantitative analysis of book selection procedures in support of decision to change the library's primary book vendor. Enabled electronic ordering with new vendor and wrote programs to capture brief bibliographic records from the vendor's database and import them into the ILS.

OCLC Online Cooperative Library Center

Elected Delegate, OCLC Members Council

- OCLC is the world's largest library collaborative with over 50,000 member libraries in 84 countries. Its main service, WorldCat, is a cooperative database of over 56 million catalog records. I am one of eight elected delegates representing OCLC Western, a service region covering seven western states. I serve as Vice Chair of the Library Research and New Technologies Group.

MCLS Metropolitan Cooperative Library System

Chairman, Automation Committee

- MCLS is a regional library cooperative with member libraries located throughout Southern California. On the Automation Committee I participate in workshop and discussion groups examining the role of new technologies in the library of today and tomorrow.

Migell Acosta

Professional References

Greg Mullen
City Librarian

Santa Monica Public Library
601 Santa Monica Blvd.
Santa Monica, CA 90401

Telephone: 310-458-8611
Email: greg.mullen@smgov.net

Mona Martin
Library Director

Santa Monica Community College
1900 Pico Blvd.
Santa Monica, CA 90405

Telephone: 310-434-4692
Email: martin_mona@smc.edu

Pam Bailey
Executive Director

OCLC Western
3281 E. Guasti Rd.
Ontario, CA 91761

Telephone: 909-937-3300
Email: pam_bailey@oclc.org

Victoria Johnson
Director of Library Services

San Mateo County Library
25 Tower Rd.
San Mateo, CA 94402

Telephone: 650-312-5256
Email: johnson@plsinfo.org

Technology Training

Course	Institution	Date
Vocera Administration	On-site by vendor	March, 2006
SCALA InfoChannel Designer	On-site by vendor	November, 2005
SAM Administration	On-site by vendor	August, 2005
Unicorn Application Programming Interface (API)	SirsiDynix HQ in Huntsville, AL	Approx. 2001
Unicorn Administration	SirsiDynix HQ in Huntsville, AL	Approx. 1998
HP-UX Administration (HP's Unix)	HP Training HQ, Anaheim, CA	Approx. 1999